



DEPARTMENT OF VETERANS AFFAIRS

Regional Office
155 Van Gordon Street
Box 25126
Denver CO 80225

What are the Basic Requirements to be A Department of Veterans Affairs (VA) Appraiser?

- To qualify for approval as a designated VA appraiser, an applicant must demonstrate five years of real estate appraising. Your appraisal experience must include the performing and signing of appraisal reports.
- Applicants must have complied with local and state licensing requirements, as applicable, and provide evidence to support.
- Designation will not be made in those instances in which an applicant's employment or other position may result in a conflict of interest, embarrassment, adverse publicity or adverse public relations in the performance of VA related duties.
- VA will perform a Credit Alert Interactive Voice Response System (CAIVRS) to determine if the applicant has any outstanding delinquent debts to the Federal Government. If the applicant owes the Federal Government a delinquent debt, there must be evidence of payment in full of the debt, or evidence of an acceptable repayment plan and confirmation that the applicant executed a promissory note for the entire debt balance.
- Applicants must submit a minimum of three letters from appraisers attesting to the applicant's qualifications using references listed on the application.
- Employees of the Department of Housing and Urban Development (HUD), Federal National Mortgage Association (FNMA), Federal Home Loan Mortgage Corporation (FHLMC), or the Postal Service are ineligible.
- One performance appraisal, assigned by VA, must be completed by each appraisal applicant. No fee may be charged for this appraisal. This will only be required if VA will be adding your name to our roster of appraisers.
- Each applicant must complete and submit VA Form 26-6884, Statement of Fee Appraisers and certification as pertains to a drug free work place.
- In addition to the above requirements, appraisers must be capable of electronically transmitting appraisal reports. We enclosed a copy of our requirements for your review.
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Please answer the following questions in your cover letter:

1. *Are you currently electronically transmitting your completed appraisals to your customers? If so, what format is being used?*
2. *If you are not electronically transmitting your completed appraisal reports, do you have the minimum required hardware and software specifications as shown on the second page of our release to participate in this program?*

If you have any questions, please call (303) 914-5626 or 1-(888)-349-7541.

Sincerely,

JOE D. RENO, Valuation Officer
Construction & Valuation Section

Department of Veterans Affairs

E-Commerce of Appraisal Reports

Overview for Fee Appraisers

Fee appraisers must have:

- **Personal Computer**
- **Scanner**
- **E-mail capability on the Internet**
- **Acrobat 4.0 (or newer version)* or PDF Publisher software**
 - **contained within appraisal software**
 - or**
 - **stand alone software**

How E-Commerce Works:

- **Fee appraisers will use the Internet E-MAIL system to send appraisal reports to VA and participating LAPP lenders**
- **The Common Thread in this process is a PORTABLE DOCUMENT FORMAT (a .PDF file)**
- **Fee appraisers can create a .PDF file using ADOBE ACROBAT 4.0 (or newer version) or PDF Publisher software.**

Three Ways to Produce an Appraisal Report in a .PDF file

- 1. Use an appraisal software package that contains Adobe Acrobat 4.0 (or newer version) or PDF Publisher software and produce a PDF file.**

Known supporting software:

a la mode, Inc. (WinTotal 2000)

Day One (Appraisal Manager)

Polaroid (ACI/MCS)

Software for R.E. Professionals (AppraiseIt)

United Systems (HighPerform)

Bradford Technologies (Appraiser's Toolbox)

- 2. Use Adobe Acrobat 4.0 (or newer version) or PDF Publisher to IMPORT a file created by another appraisal software package. Most appraisal software packages that do not produce a .PDF extension produce one of these extensions. The following file extensions can be imported:**

.GIF .JPEG .TIF

.TIFF .PCX .PNG

.BMP .PICT (for Macintosh PCs)

3. Use Adobe Acrobat 4.0 (or newer version) or PDF Publisher to SCAN an appraisal report into a VA PDF file template.

- **The template can be obtained from VA.**
- **This template is a one page .PDF file.**
- **The fee appraiser inputs the required 14 fields in the template page (eg property address, city...)**
- **The fee appraiser then scans in the appraisal report (this makes pages 2, 3, 4, 5, 6, ... of the PDF template file)**
- **The fee appraiser e-mails the .PDF file to VA or the participating LAPP Lender**

*Adobe Acrobat version 5.0 is the current version as of 4/22/01

Circular 26-89-26
July 31, 1989

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Fee or Roster DesignationCheck One ☐ **U.S. Department of Housing
and Urban Development (HUD)**HUD OMB Approval No. 2502-0122
(exp. 11/30/94)**Application for
Fee Personnel Designation**☐ **Department of Veterans Affairs
(VA)**

VA OMB Approval No. 2900-0113

Respondent Burden: Public reporting burden for this collection of information is estimated to average 0.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, DC 20410-3600 and VA Clearance Officer (723), 810 Vermont Avenue, NW, Washington, DC 20520; and to the Office of Management and Budget, Paperwork Reduction Project (2900-0013/2502/0122), Washington, DC 20503. Do not send requests for benefits to these addresses.

Privacy Act Statement: The information you provide will enable the designated agency to determine whether you qualify for designation in the position for which you are applying. The information will not be discussed outside the designated agency without your consent except to verify its accuracy and, when relevant to civil, criminal, or regulatory investigations and prosecutions, including the routine uses identified in VA system of records, 17VA26, Loan Guaranty Fee Personnel and Program Participant Records, published in the Federal Register. It will not be otherwise disclosed or released outside the designated agency except as required and permitted by law. The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, Section I of the National Housing Act (Pub. L. 479, 48 Stat. 1246, 12 U.S.C. 1701 et seq.). The Housing and Community Development Act of 1987m 42 U.S.C. 3543 authorizes HUD to collect the SSN. The Department of Veterans Affairs (VA) is authorized to collect this information by Chapter 37, Title 38 U.S.C. **Penalty:** The provision of the SSN to VA is voluntary, the provision of the SSN to HUD is mandatory. Failure to provide any of the requested information could affect the decision to approve your application since this decision will be made only on the basis of available information we currently have on record. This may result in a delay in the processing of your application.

Instructions: Please use typewriter or print clearly. Mail the completed form to the VA Regional Office or the HUD Field Office having supervision over the area in which you intend to operate. If this application is to be submitted to VA, an executed VA Form 26-6684, Statement of Fee Appraisers or Compliance Inspectors must be attached.

Designation Being Applied For:

☐ **Appraiser Real Estate** ☐ **Compliance Inspector**
☐ **Staff Appraisal Reviewer** (Lender Appraisal Processing Program)

1. Name of Applicant (first-middle-last)		2. Date of Birth: (mo/day/yr)		3. Social Security Number		HUD required/VA Voluntary	
						3a. Sex <input type="checkbox"/> (1) Male <input type="checkbox"/> (2) Female	
4. Residence Address: (number & street or rural route, city or P.O., county, State, zip code)				5. Telephone Number: (include area code)		3b. Race <input type="checkbox"/> (1) White Non-Hispanic <input type="checkbox"/> (2) Black Non-Hispanic <input type="checkbox"/> (3) American Indian/ Alaskan Native <input type="checkbox"/> (4) Asian/Pacific Islander <input type="checkbox"/> (5) Hispanic <input type="checkbox"/> (6) Hispanic Black <input type="checkbox"/> (7) Asian Indian American	
6. Business Address:				7. Business Phone: (include area code)			
8. Present Occupation:		9. Name & Address of Present Employer:				10. Education:	
						a. High School	
						b. College	
						c. Name of Degree(s) (If applicable)	
11. Special Education or Training - Vocational, Business or Special Courses: (Enter course and school name and location)							

12. Professional Organizations of Which You Are a Member:		13. Registration/-icense Information:			
		Kind	Registration/License No.	State Where Issued?	Expiration Date
14a. Have You Been Previously Approved by VA or HUD for a Fee Position? <input type="checkbox"/> Yes (If "Yes," complete Items 14b & 14c) <input type="checkbox"/> No		14b. Office Name & Address		14c. Dates of Fee Activity for VA or HUD From: To:	
15. Comments:					

16. State Principal Assignments During at Least the Past 5 Years: (attach additional sheet as necessary)

Period:	Number of Assignments	Name of Clients or Organizations

17. Business History During Past 10 Years: (attach additional sheet as necessary)

Dates From:	To:	Occupation:	Name of Employer:	Address:

18. For **VA**, List and Submit at Least 3 Letters Attesting to Your Qualifications. **HUD** Requires Three Reference Contacts Only.

References:	Occupation:	Address:

19. **To be completed by HUD applicants only:** To avoid the possibility of any conflict of interest, the following certifications are to be completed by personnel qualified to receive assignments from HUD or HUD approved lending institutions for HUD/FHA mortgage insurance applications. The term "interest" refers to direct interest as well as any "interest" held by relatives, business associates, or other controlled persons.

Note: Any of the following items that have been struck out and initialed are exempted from this certificate and are to be explained truthfully in an attached letter.

- (a) I do not own more than 10% interest in any lender doing business with HUD in the local HUD office jurisdiction.
- (b) I certify that I do not actively engage in the management or operation of a lending institution doing business with HUD.
- (c) I certify that I will not accept any assignments for fee work in a transaction in which I have an interest with respect to the mortgage, the borrower (if know), the property, the broker, contractor or contract owner involved (if any).
- (d) I have not been suspended, debarred or in any way disqualified from participating in HUD programs.
- (e) I certify that I have read HUD Handbook 4150.1, Valuation Analysis.

I, The Undersigned, Understand and Agree That:

- (a) The approval of this application does not constitute my appointment as an agent or employee of HUD/FHA or DVA/VA.
- (b) In performing fee work my status is that of an independent contractor.
- (c) My sole interest in all transactions shall be to perform fee assignments as required by HUD or VA standards and criteria.

I hereby certify that to the best of my knowledge all the information stated herein, as well as any information provided in the accompaniment herewith, is true, accurate, and complete.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.

21. Date Signed: 22. Applicant's Signature: (do not print)

X

Reviewing Official Complete the following items:

23. This Application has been reviewed and I hereby recommend:	24. Date of Action	25. Signature of Reviewing Officer
<input type="checkbox"/> Designation <input type="checkbox"/> Disapproval		X

This applicant is being recommended in the county(ies) appraisal areas and/or State shown below:

26. County(ies) 27. State:



**Department of
Veterans Affairs**

STATEMENT OF FEE APPRAISERS OR COMPLIANCE INSPECTORS

I HAVE READ the statement of the Department of Veterans Affairs policy and the prescription of standards with respect to the private interests and pursuits of the Department of Veterans Affairs fee appraisers and compliance inspectors and I understand that any departure therefrom or contravention thereof may be the basis for my removal. (Please read the notice on the reverse of this form.)

I HEREBY AGREE THAT:

I WILL NOT ACCEPT an assignment from the Department of Veterans Affairs to appraise or inspect any property in respect to which I am acting or will act in the capacity of broker or loan broker, in which I have or will have any other interest, or in which I have or will have any ownership unless such interest or ownership shall have been fully disclosed to the Department of Veterans Affairs Regional Office Director.

I WILL NOT ACCEPT any commission, fee or emolument in connection with an assignment from the Department of Veterans Affairs to appraise or inspect a property other than the approved Department of Veterans Affairs appraisal or inspection fee.

ALL MY INTERESTS AND PURSUITES for consideration in relation to applicable Department of Veterans Affairs standards are as follows:

I am a member of the following professional appraisal organization(s):

(Date)

(Signature)

(Typed Name)

(Address)

(Address)

(PLEASE NOTIFY US PROMPTLY OF CHANGES OF ADDRESS)

NOTICE TO FEE APPRAISERS AND COMPLIANCE INSPECTORS

PRIVACY ACT INFORMATION: No designation or retention as a fee appraiser or compliance inspector may be made unless a signed signature has been received (38 U.S.C. 210 and 213). Disclosure of the information is voluntary; however, failure to do so will deprive VA of information needed in reaching decisions which could affect you. Responses may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 17VA26, Loan Guaranty Fee Personnel and Program Participant Records - VA, published in the Federal Register.

Fee appraisers and compliance inspectors are advised that under Privacy Act routine uses identifying information and the performance records of qualified fee appraisers and compliance inspectors, including any information regarding their termination, non-redesignation, temporary suspension or resignation from participation in the Loan Guaranty Program, including the records of any disciplinary proceedings, may be disclosed to Federal, State, local or non-governmental agencies, businesses, and professional organizations, to permit these entities to employ, continue to employ or contract for the services of qualified fee personnel, monitor the performance of such personnel, and take any appropriate disciplinary action.

Except as may be otherwise expressly authorized by VA regulations, instructions, or directives, designated or approved fee appraisers and compliance inspectors shall not engage in any private pursuits where there may or will be:

- (1) Any connection established that may result in a conflict between the private interests of a VA fee appraiser or compliance inspector and his or her duties and responsibilities to VA and veterans.
- (2) Any connection established that may tend to bias his or her judgment as a VA fee appraiser or compliance inspector.
- (3) Any circumstances wherein information obtained from or through a VA assignment to appraise or to make compliance inspections will be used to the detriment of the Government or veterans.

The foregoing statement of policy and the standards are intended to preclude any fee appraiser or compliance inspector from:

- (1) Selling land to a builder or sponsor and then making an appraisal or compliance inspection of dwelling units erected or to be erected thereon which are or will be purchased by veterans with guaranteed, insured or direct loans.
- (2) Owning an interest in, being employed by, or operating an architectural, engineering, or land planning firm which renders services to builders on sponsors and later accepting an assignment from VA to appraise or inspect dwelling units built or to be built by a particular builder or sponsor for whom architectural, engineering, or land planning services have been or are being rendered by the firm in which the fee appraiser or compliance inspector has employment or an interest.
- (3) Appraising or inspecting dwelling units on VA assignments and later accepting exclusive selling rights for the homes.
- (4) Appraising or inspecting properties for builders or sponsors who are purchasing hazard insurance or title services with respect to those properties from a company in which the fee appraiser or compliance inspector has an interest.
- (5) Owning an interest in a project development by a builder and accepting VA assignments in another VA regional area in respect to dwelling units which the same builder owns, is building, or is handling as real estate broker.
- (6) Having an interest in or representing building supply firms and accepting VA assignments on dwelling units built or to be built by builders or sponsors who deal extensively with such supply firms.
- (7) Accepting a VA assignment to appraise a property if his or her fee is contingent upon supporting a pre-determined conclusion.

The foregoing examples do not include all possible situations where the private interests or pursuits of fee appraisers and compliance inspectors would contravene VA standards. The above specific examples are supplied only to illustrate some of the activities prohibited by the standards.